

AGENDA: July 8, 2003

4.17

CATEGORY: Consent

DEPT.: Community Development

TITLE: Contract—Community Development
Department

RECOMMENDATION

Authorize the City Manager to execute a Fiscal Year 2003-04 contract for one-time contract planning services in the Community Development Department with Cornerstone Management, Inc. for a total not to exceed \$100,000 through June 30, 2004.

FISCAL IMPACT

The first \$50,000 of the total contract is for funds appropriated by the City Council as part of the Fiscal Year 2003-04 budget from the Revitalization District. The remaining \$50,000 of the contract will be recaptured through cost-recovery application fees dispersed to the contract planner on a monthly basis only upon completion of work on planning applications.

BACKGROUND AND ANALYSIS

The request for the contract is to pay Cornerstone Management, Inc. (Nancy Hutar) for contract planning services through Fiscal Year 2003-04. This contract is required to balance the workload levels in Community Development for this fiscal year for work on downtown projects and implementation of the interim ordinance requiring additional review of land use changes in the Downtown Precise Plan area. This portion of the contract (\$50,000) would be paid by Revitalization District funds. The second portion of the contract (\$50,000) will be for cost-recovery projects, such as the Palo Alto Medical Foundation proposal, Mayfield Mall proposals and the last phase of Whisman Station. The contract is also part of the budget strategies adopted by the City Council for the Community Development Department to maintain current service levels by recovering costs from projects.

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PUBLIC NOTICING—Agenda posting.

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WMcN/NH/5/CAM
809-07-08-03M-E^

Attachments: 1. Contract for Cornerstone Management, Inc.